

Class Code 5600/Nonexempt
Position Title Team Leader
Working Area Solid Waste Management
Effective Date August 30, 2002



JOB DESCRIPTION

Scope

Supervise the operation of Solid Waste Management facilities to ensure the smooth flow of solid waste from the Transfer Station to appropriate recycling centers or the County Landfill.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Supervise site operations and assigned personnel for Transfer Station and/or the County Landfill. Assign daily work, inspect and adjust work methods as necessary. Promote safety practices and instruct assigned personnel in the safe use of equipment. Assure facility is maintained in a safe and efficient manner. Verify daily equipment usage check sheets for accuracy. Assure daily equipment checks have been made (e.g., oil, fuel, and tires). Insure that maintenance and/or equipment servicing is performed.

Initiate purchase requisitions and receive purchase materials for operation and maintenance use and delegate these responsibilities to appropriate personnel as necessary. Develop, administer, and maintain an inventory control program of parts, supplies, tools, and equipment purchased.

Initiate and recommend to supervisor for final action by the department director hiring, termination, performance evaluation, disciplinary and/or commendatory actions for assigned personnel. Keep personnel records, submit reports on work performed by assigned personnel to be utilized during the evaluation process.

Respond to emergency situations and make recommendations on appropriate action, equipment, and personnel requirements.

Coordinate solid waste hauling requirements between the Transfer Station and the County Landfill to expedite removal and proper disposal of solid waste. Coordinate movement of commercial carriers and the general public to assure the smooth flow of traffic in and out of the Transfer Station, County Landfill, and recycling operation.

Perform work assignments at all facilities with the Solid Waste Management Division.

Assure all activities are completed in accordance with environmental, health and safety, and transportation laws, rules and regulations.

Minimum Qualifications

Education

High School Diploma or GED and three (3) years experience in solid waste operation supervision. *A comparable amount of education, training or experience may be substituted for the minimum qualifications.* Must possess and maintain a valid Florida Commercial Driver's License Class "A". Must possess or obtain certification as a Transfer Station Operator within a specified timeframe as established by the department.

Knowledge and Skills

Extensive knowledge of solid waste loading equipment, i.e., road tractors, front-end loaders, hydraulic packers, etc. Knowledge of equipment utilized in solid waste hauling and/or Transfer Station and landfill operations. Knowledge of preventive maintenance and standard mechanical repair and servicing requirements of the equipment used by assigned personnel. Some knowledge of schematics and engineering drawings as related to solid waste disposal activities and/or equipment is desirable.

Skills include to effectively plan, organize and supervise subordinate personnel; train and direct subordinate personnel in the methods and duties necessary to effectively complete assigned work; communicate effectively, both oral and in writing, with assigned personnel and the general public. Must be able to produce accurate written reports on field operations. Must be able to research and assure compliance with safety, environmental and transportation regulations.

Working Conditions

The work environment for this position may involve working in all types of weather. Incumbent may be exposed to high noise levels, dust, dirt, fumes, vapors, and machinery. Incumbents may be required to walk on uneven terrain, lift heavy objects, stoop, kneel or stand for prolonged periods of time.